

**To Purchase a Charter Limousine (LS) license plate for a new vehicle. (A vehicle that has not been titled or registered in your name and/or company name; new purchase)**

**Submit the following:**

1. A completed Form 400, all required areas and signed.
2. Manufacturer's statement of Origin (MSO) or Original Title
3. A paid property tax receipt (if vehicle was purchased from a dealership, no tax receipt required, an Affidavit & Notification of Vehicle Sold must be submitted with Form 400)
4. \$15.00 Title Fee
5. Sales Tax (5% of selling price or \$500.00 maximum; only if dealership has not collected)
6. \$25.00 special plate fee
7. \$40.00 two-year registration fee
8. Proof of Insurance
9. Copy of Current Class C Charter
10. All documents submitted must have same owner name and information.

**To Exchange Current License plate for Charter Limousine (LS) license plate. (If vehicle has been titled and registered in your name and/or company name with a regular license plate)**

**Submit the following:**

1. Copy of Current Vehicle Registration
2. \$25.00 special plate fee
3. Registration fees and an updated tax receipt may be required depending on expiration of current license plate.
4. Copy of Current Class C Charter
5. All documents submitted must have same owner name and information.

- **Make funds payable to South Carolina Department of Motor Vehicles (SCDMV)**
- **No same day processing available, all requests must be mailed.**
- **Mail to: South Carolina Department of Motor Vehicles**

**P.O. Box 1498**

**Blythewood, SC 29016-0038 (It is crucial that you put the last 4 digits of the zip code when you mail your money and forms. Failure to do so can cause up to several weeks delay including the possibility that your form and money will be mailed back to you.)**

**You may contact the personalized license plate office for requirements before mailing your request at (803) 896-9638. Please have current license plate number available if your vehicle is currently titled and registered.**